



September 03, 2019

Office Order No.:242-2019

For the greater interest of the Company, the following employees are hereby transferred as under:

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Mr. Md. Jakir Hossain (0378), SEO	Cash Section, Magura Org. Office, Khulna Zone	Accounts Dept., Khulna Full Fledge SC	
02	Ms. Farjana Yasmin (1002), Senior Officer (IT)	IT Dept., Jashore Service Centre	Cash Section, Magura Org. Office, Khulna Zone	

Mr. Md. Jakir Hossain shall handover his overall charges to Ms. Farjana Yasmin in presence of Internal Auditor. Before handing and taking over of overall charges, the JVP & Incharge (I/A) shall ensure a through Audit of mentioned Offices and submit a report to authority by 11-09-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing offices by 08-09-2019 with a copy to the Administration Dept., Head Office, Dhaka after execution of a surety bond of Tk.5,00,000/-(Five lac) by Ms. Farjana Yasmin.

The Cash allowance @ Tk.500/- of Mr. Md. Jakir Hossain is hereby withdrawn.

Mr. Md. Nawab Ali (0984), Executive Officer, Accounts Dept., Jashore Service Centre is hereby advised to give Underwriting decision on proposal form of Jashore Service Centre sitting at same premises in addition to his existing duties and he is hereby advised to sit and work at Underwriting Dept., Zinaidha FPR Centre, Khulna Zone for 01 (One) day in a week in addition to his existing duties.

The working days at above Office, will be settled by the respective Office incharges.

This Order shall come into force with immediate effect and shall remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Nawab Ali.

Ms. Sharmin Hussain (1761), Senior Officer, IT Dept., Jashore SC is hereby advised to work at Dev. Admin Dept., at same premises in addition to her existing duties.

This Order shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder

Senior Vice President (Admin)

• Copy forwarded to: Above 04 (four) employees.

C.C. to:

1. The Chief Executive Officer (C.C) for kind information.
2. The Asst. MD (Dev.) & Incharge, Dev. Admin Dept.
3. The SEVP & Incharge, Administration Dept.
4. The EVP & Incharge (U/W)
5. The SVP, Finance & Accounts Dept., Head Office.
6. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
7. Master file
8. Office Order file
9. Personal file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01 & Khulna Zone.
2. The EVP (PRT) & Incharge, Khulna Zone.
3. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

